

**SAMPLE REVOCATION LETTER
OF INTERDISTRICT ATTENDANCE PERMIT**

(USE SCHOOL SITE OWN LETTERHEAD)

(Date)

(Parent Name)

(Address)

(City, State Zipcode)

Dear **(Parent Name)**:

RE: **(Student's Full Name)**

This letter is to inform you that the Interdistrict Attendance Permit for **(student's name)** is being revoked for the _____ school year.

On **(date)** you received a letter from us informing you of **(student's name)** (**reason: citizenship, grades, or attendance**).

On **(date)** we met to discuss **(reason)**.

Since then there has been insufficient improvement. **(student's name)** Interdistrict Attendance Permit is therefore being revoked.

You will need to enroll **(student's name)** in **(his/her)** school of residence effective **(date)**. When contacted by the school we will coordinate the transfer of **(student's name)** records.

There is no appeal process for the revocation of Interdistrict Attendance Permit.

Sincerely,

(Principal)

c: Marceline Marques, Operations Support Officer, Neighborhood Schools, and Enrollment Options Office